



# STATE OF IDAHO

## DEPARTMENT OF AGRICULTURE

DIRK KEMPTHORNE  
Governor  
PATRICK A. TAKASUGI  
Director

TO: Idaho Organic Producers/Handlers

FROM: Margaret Misner, Program Manager, Organic Program

SUBJECT: 2004 Application for Organic Producer/Handler Registration and Certification

Please read all of the following information carefully, as failure to comply with the filing deadlines and record requirements could jeopardize your certification. To offer your food products for sale as organic you must first be registered with the Idaho State Department of Agriculture (ISDA). Enclosed is a copy of the latest Organic Food Products Law and Rules. Application, Registration and Certification procedures are as follows:

***1. Those with annual gross income from organic sales of \$5,000 or less have two options:***

**A. REGISTRATION only:** it is not necessary to submit an organic system plan\*. Although an on-site inspection is not required, the ISDA may conduct a random inspection. To register, please follow the procedure as outlined in Item 2 below.  
**FEE:** \$25 plus graduated gross organic sales fee.

**OR**

**B. CERTIFICATION/REGISTRATION:** applicants are required to submit an organic plan and have an on-site inspection. Please follow the procedures as outlined in Item 3 below.  
**FEE:** \$100 plus graduated gross organic sales fee.

***APPLICATION for REGISTRATION ONLY***

- Complete the enclosed **Application for Organic Producer/Handler Registration and Certification**.
- The form must be completed and returned to the ISDA with the appropriate fees by **April 30<sup>th</sup>**.

Upon receipt of these forms with payment, you will be issued a registration number, which will identify you as an Organic Producer/Handler.

*2. Those with annual gross income from organic sales of more than \$5,000 are required to be Certified. Certification requires submitting an organic system plan\* and having an on-site inspection. If certifying with ISDA please follow the procedures as outlined on the following page:*

**A. APPLICATION for CERTIFICATION /REGISTRATION:**

- For Crop and/or Livestock Producer complete the following forms:  
**Application for Organic Producer/Handler Registration and Certification**  
**Application for Organic Crop/Livestock Inspection**

**AND**

- One (two if a crop and livestock operation) of the following Organic System Plan(s) forms applicable to your operation:  
**Farm Plan Certification Questionnaire**  
**Farm Certification Update Questionnaire**  
**Livestock Plan Questionnaire**
- For Handlers:  
**Handler Plan Form**
- **FEE: \$100** plus graduated gross organic sales fee.
- All forms must be completed and returned to the ISDA with the appropriate fees by **April 30<sup>th</sup>**. Applications received after **April 30<sup>th</sup>** will be considered late. Inspection priority will be given to those applicants whose application is received before the deadline. Late applicants may also lose the opportunity to have their on-site inspection scheduled in conjunction with other applicants in the area, which could result in substantially higher inspection fees.

**Please Note:**

- Applications for **Producer's certification** will **not** be accepted after **July 1<sup>st</sup>**.
- Applications for **Handler's certification** will be accepted throughout the year.

**B. INSPECTION:**

- An ISDA inspector from your area will contact you to arrange an on-site inspection. Your inspection may be delayed if any application information is missing or incomplete.
- **The ISDA inspector will make two attempts to arrange an on-site inspection appointment. If an ISDA inspector has not contacted you by July 31<sup>st</sup>, please call the ISDA at (208) 332-8620.**

**C. RECORDS: Please:**

- Have all applicable **records** (field activity records, input labels and records, application data, harvest, yield and sales records, vaccination records, etc.) ready for review at the time of inspection.

- *If all applicable records are not available to the inspector, the inspection must be rescheduled and you will be charged for each of these appointments.*

Following the inspection, the ISDA inspector will compile a report; inspection reports will be reviewed and an invoice for the inspection fees will be forwarded to the applicant. After payment is received, applicant will receive written notification of compliance or non-compliance and certification documents.

Please feel free to make copies of all forms, as needed. If you have any questions, you may contact me at (208) 332-8620.

\* Organic System Plan-Written management plan includes Questionnaires, Plans, Field Maps and Field Histories.